

## TOCOR CHECKLIST FOR INVOICE REVIEW

Invoice No.: EP-S5-0078.04

TO No: 0030

Contract No.: EP-S5-15-01

Site: Westside Lead

Performance Period: 12/01/19 to 12/31/19

TOCOR: Annette W. Fields

Contractor: Accura Engineering & Consulting Services

Due to PO on: 01/23/2020

Please provide written explanations when answers are "no"

Y

N

NA

### VOUCHER OVERVIEW

- |   |                                     |                          |                          |
|---|-------------------------------------|--------------------------|--------------------------|
| 1. Are specific (site, TO, etc.) costs correctly broken down, accumulated and billed?                                     | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Does the invoice period of performance (POP) cover the progress report POP?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are the billed costs authorized by the work assignment/workplan or the contract?                                       | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Is the math accurate?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are the costs and LOE invoiced sufficiently below the estimates on the approved workplan to accomplish remaining work? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

### LABOR

- |  |                                     |                                     |                                     |
|--|-------------------------------------|-------------------------------------|-------------------------------------|
| 6. Is the labor mix consistent with the workplan?                                    | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 7. Are the labor hours commensurate with work completed this month?                  | <input checked="" type="checkbox"/> | <input type="checkbox"/>            | <input type="checkbox"/>            |
| 8. Are the employees' labor categories the same as the last period?                  | <input type="checkbox"/>            | <input type="checkbox"/>            | <input checked="" type="checkbox"/> |
| Explanation: Approved Labor Categories Used As Needed.                               |                                     |                                     |                                     |
| 9. Were any premiums for overtime authorized by the CO or allowable in the contract? | <input type="checkbox"/>            | <input checked="" type="checkbox"/> | <input type="checkbox"/>            |

### OTHER DIRECT COSTS

- |   |                                     |                          |                                     |
|---|-------------------------------------|--------------------------|-------------------------------------|
| 10. Was consent for any charges for subcontractors/consultants received in advance?                                 | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 11. Is the level of subcontract effort charged commensurate with the level of progress made?                        | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| 12. Do travel expenses appear reasonable and within the approved budget?  | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |
| 13. Do supply and material costs appear appropriate for the tasks completed this month?                             | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 14. Was the type and quantity of equipment approved by the CO prior to purchase?                                    | <input type="checkbox"/>            | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 15. If present, does the amount of ALL other direct costs seem reasonable and commensurate with the work performed? | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>            |

☒ No exceptions are made to the invoiced amount for the work assignment and period of performance referenced above. I recommend paying \$ 7,027.93 on this invoice.

☐ Exception is made to the invoiced amount. I recommend approval of \$ \_\_\_\_\_. Exceptions are listed below, or attached if more room is needed. Excepted Amount \$ \_\_\_\_\_ Reason for Exception:

TOCOR Signature: s/Annette W. Fields

DATE: 01/23/2020



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